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Created

CITY OF RIVERSIDE
HUMAN RESOURCES DEPARTMENT
CLASSIFICATION SPECIFICATION

TITLE: PARKING CONTROL REPRESENTATIVE

DEFINITION

Under close to general supervision, to enforce the regulations of the California Vehicle Code and Riverside Municipal Code as it relates to parking rules and regulations; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This class is distinguished from the Senior Parking Control Representative class in that incumbents in the later class are expected to function with a high degree of independent judgment in accordance with laws, codes, regulations and procedures, assist in the training of other non-sworn personnel, work with minimal supervision, make independent decisions based on their experience and training, and perform a wider range of duties and responsibilities for parking enforcement, vehicle inspection, and vehicle release including the ability to sign-off on citations.

REPORTS TO: Public Parking Services Supervisor

SUPERVISION RECEIVED AND EXERCISED

Receives close to general supervision from the Public Parking Services Supervisor.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

- Patrol an assigned area of the City by foot or by driving three-wheeled scooters or small pick-up trucks; service own vehicle.
- Mark vehicles to determine time violations.
- Issue citations or warnings for violations of California Vehicle Code provisions and parking control ordinances such as parking time limit zones, tow away zones, loading zones, and metered parking areas.
- Check vehicle, parking citation, and registered owner information via computer and/or radio.
- Impound illegally parked or abandoned vehicles; collect fees and release impounded vehicles.
- Explain parking regulations and give general information to the public.
- Keep appropriate records of violation notices issued; void citations when warranted.
- Make reports of damaged or inoperative parking meters.
- Prepare reports concerning parking related problems; prepare daily reports on activities.

QUALIFICATIONS

Knowledge of:

- Methods, practices, and procedures associated with parking control and enforcement.
- Local and state laws pertaining to parking of vehicles, towing, and abatement procedures.
- Basic grammar, punctuation, and arithmetic.
- Public relations protocol.
- Procedures and precautions related to safe operation of vehicles and familiarity with California driving laws.

Ability to:

- Obtain and record accurate information.
- Work independently.
- Establish and maintain effective working relationships with others.
- Acquire a working knowledge of various laws and codes.
- Cope with emotionally tense situations and deal tactfully and effectively with the public.
- Communicate clearly and concisely orally and in writing.
- Work shifts or irregular duty assignments as scheduled.
- Learn the geography of the City and location of various City departments and parking facilities.
- Drive a vehicle safely and defensively.
- Stand and walk for long periods of time outdoors in various weather conditions.

Education and Experience:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Graduation from high school or satisfactory equivalent.

Experience: A minimum of six months experience in public contact work.

MEDICAL CATEGORY: Group 1

NECESSARY SPECIAL REQUIREMENT

Possession of, or ability to obtain, an appropriate, valid, California Motor Vehicle Operator's License.

CAREER ADVANCEMENT OPPORTUNITIES

FROM: Parking Control Representative

TO: Senior Parking Control Representative